



PLANNING COMMISSION AGENDA

Thursday, January 16, 2014

6:30 p.m.

Coon Rapids City Center

Council Chambers

Call to Order

Pledge of Allegiance

Roll Call

Adopt Agenda

5. Approval of Minutes

Public Hearing

Old Business

1. PC 13-30 Conditional Use Permit, Place of Worship, 10731 Hanson Blvd., North Point Church

New Business

2. Election of Vice Chair
3. Consider Adoption of the 2014 Rules of Order, Internal Procedures and and Policies, and Code of Ethics
4. PC 13-31 Preliminary Plat Tylers Cove, 127th Avenue, T & J Balfany
5. PC 13-32, Site plan amendment to allow design flexibility for a monument sign, 11850 Blackfoot St, Frauenshuh

Other Business

Current Development

Adjourn



Planning Commission Regular

Meeting Date: 01/16/2014

Subject: Approval of Minutes

INFORMATION:

At the December meeting the Commission asked that staff review the minutes from the September meeting to make sure that the changes noted by Commissioner Schwartz were made. The changes have been made to the September minutes. The minutes from the September and October meetings are attached for your reference. The Commission postponed action on the November minutes to allow staff the opportunity to check the September meeting minutes. Attached for the Commission's review and approval are the minutes from the November and December meetings.

Attachments

September Minutes

October Minutes

November Minutes

December Minutes

COON RAPIDS PLANNING COMMISSION MEETING OF SEPTEMBER 19, 2013

CALL TO ORDER

The regular agenda meeting of the Coon Rapids Planning Commission was called to order by Vice Chair Schwartz at 6:30 p.m.

Members Present: Vice Chair Wayne Schwartz, Commissioners Cedric Lattimore, Jonathan Lipinski, Zachary Stephenson and Julia Stevens.

Members Absent: Chair Jenny Geisler and Commissioner Donna Naeve.

Staff Present: Community Development Director Marc Nevinski; Planner Scott Harlicker; and, Assistant City Attorney Doug Johnson.

PLEDGE OF ALLEGIANCE

Vice Chair Schwartz led the Commission in the Pledge of Allegiance.

ADOPTION OF THE AGENDA

MOTION BY COMMISSIONER LIPINSKI, SECONDED BY COMMISSIONER STEVENS, TO ADOPT THE AGENDA AS PRESENTED. THE MOTION PASSED UNANIMOUSLY.

APPROVAL OF THE AUGUST 15, 2013 REGULAR MINUTES

Vice Chair Schwartz requested a change on Page 3, changing the phrase parking enclosure to trash enclosure. In addition, on Page 5, the reference to Chair Stephenson should be changed to Commissioner Stephenson.

MOTION BY COMMISSIONER LIPINSKI, SECONDED BY COMMISSIONER STEPHENSON, TO APPROVE THE PLANNING COMMISSION MINUTES OF THE REGULAR MEETING OF AUGUST 15, 2013, AS CORRECTED. THE MOTION PASSED (STEVENS ABSTAINED).

NEW BUSINESS

1. PLANNING CASE 13-21 – PRELIMINARY PLAT FOR RIVER VIEW FARMS PLAT 3 – ALLINA HEALTH SYSTEMS – COON RAPIDS BOULEVARD AND BLACKFOOT STREET – PUBLIC HEARING
-

Commissioner Stephenson recused himself from discussing this item.

It was noted the applicant is requesting preliminary plat approval of River View Farms Plat 3. The Mercy Hospital office building that is currently under construction is located on the subject property. The applicant is proposing to replat the existing parcels into three lots. Staff recommended approval of the preliminary plat for River View Farms Plat 3 with conditions.

Vice Chair Schwartz opened and closed the public hearing at 6:36 p.m., as no one wished to address the Planning Commission.

Commissioner Lipinski supported the request.

MOTION BY COMMISSIONER STEVENS, SECONDED BY COMMISSIONER LATTIMORE, TO APPROVE PLANNING CASE 13-21, THE PRELIMINARY PLAT FOR RIVER VIEW FARMS PLAT 3 WITH THE FOLLOWING CONDITIONS:

1. ALL COMMENTS OF THE CITY ENGINEER BE ADDRESSED.
2. PARK DEDICATION FEE IN THE AMOUNT OF \$58,800 BE PAID PRIOR TO RELEASING THE PLAT FOR RECORDING.
3. ALL COMMENTS OF ANOKA COUNTY HIGHWAY DEPARTMENT BE ADDRESSED.

THE MOTION PASSED UNANIMOUSLY.

This is a recommendation to the City Council that will be considered at the October 1, 2013 City Council meeting.

2. PLANNING CASE 13-20 – MERCY HOSPITAL – SITE PLAN – MOTHER BABY CENTER ADDITION – PUBLIC HEARING

Commissioner Stephenson recused himself from discussing this item.

It was noted the applicant is requesting site plan approval for a 50,700 square foot two-story addition to the Mother Baby Center at Mercy Hospital. The plans for the proposed addition were reviewed in detail with the Commission and Staff recommended approval of the request with conditions.

Vice Chair Schwartz opened and closed the public hearing at 6:44 p.m., as no one wished to address the Planning Commission.

Don Ralph, HDR Architects, requested clarification on Condition 4. Planner Harlicker discussed the site security agreement further with Mr. Ralph.

Commissioner Stevens questioned how many new employees would be brought to the hospital. Mr. Ralph commented the existing birthing services would be moved to the addition and no new employees would be hired.

Commissioner Lattimore asked where a bike rack would be located. Planner Harlicker explained this would be located near the entrance to the addition.

Commissioner Lipinski recommended Condition 2 be altered to require a bike rack being incorporated near the entrance.

MOTION BY COMMISSIONER LIPINSKI, SECONDED BY COMMISSIONER LATTIMORE, TO APPROVE PLANNING CASE 13-20, THE PROPOSED ADDITION TO MERCY HOSPITAL WITH THE FOLLOWING CONDITIONS:

1. ALL COMMENTS OF THE CITY ENGINEER BE ADDRESSED.
2. SEATING AREAS, A BIKE RACK AND A TRASH RECEPTACLE BE INCORPORATED NEAR THE ENTRANCE.
3. ALL LANDSCAPING AREAS MUST BE IRRIGATED.
4. THE PROPERTY OWNER MUST ENTER INTO A SITE SECURITY AGREEMENT WITH THE CITY.

THE MOTION PASSED UNANIMOUSLY.

This is a recommendation to the City Council that will be considered at the October 1, 2013 City Council meeting.

3. PLANNING CASE 13-16 – SITE PLAN FOR AUTO PARTS RETAIL STORE – 2111 COON RAPIDS BOULEVARD – O'REILLY AUTO PARTS – PUBLIC HEARING

It was noted the applicant is requesting site plan approval to construct a 7,300 square foot retail building with 30 parking spaces. The details of the site plan were reviewed in detail by Staff and it was recommended the Commission approve the site plan with conditions.

Commissioner Stevens asked if the rear property near the homes would have to be irrigated. Planner Harlicker indicated the City Forester was recommending this area remain as is.

Vice Chair Schwartz opened the public hearing at 6:56 p.m.

Ray Pitowski, Muffler & Brake owner, questioned if the shared east side entrance would be repaved. Planner Harlicker recommended this be made a condition for approval.

Vice Chair Schwartz closed the public hearing at 6:58 p.m.

Commissioner Lattimore asked how many parking spaces would be lost in the winter months for snow storage. Ah Trin, the applicant, explained the auto parts store would have 30 parking spaces. He anticipated the snow would be pushed towards the trash enclosure to avoid losing any parking spaces.

Commissioner Stevens inquired if an additional window could be added west of the front entrance to the building. Mr. Trin did not object to this suggestion. Planner Harlicker recommended this be made Condition 10 for approval.

Commissioner Stephenson questioned why the sidewalk connection was not a condition for approval. He recommended a connection be completed along the drive aisle to the front of the building. Planner Harlicker suggested the Commission add this item as Condition 11.

Commissioner Lattimore asked if the north elevation could have two brick tones. Planner Harlicker stated this was the rear of the building.

Commissioner Stevens inquired what flexibility Staff offered to the two-story expression. Planner Harlicker stated the applicant was attempting to meet the intent of the two-story expression through the 4½ foot raised entrance.

Commissioner Lipinski agreed that the entrance needed more height and would like to see the front of the building have a more pronounced two-story expression. Mr. Trin stated he could make the front entrance higher.

Community Development Director Nevinski recommended the Commission require additional height for the front entrance while also reconsidering the glass requirements to meet the regulations for the Coon Rapids Boulevard corridor.

Commissioner Stevens suggested the front entrance be raised by a minimum of eight feet.

Commissioner Stephenson requested that instead of suggesting a specific height increase that the Commission require a front façade that has a more pronounced two-story expression subject to approval by staff. The Commission agreed with this recommendation.

Commissioner Lipinski discussed the window requirements for the O'Reilly's building. He agreed that additional windows would greatly benefit the building elevations.

Vice Chair Schwartz explained that Condition 4 did require 60% glass on the front elevation.

Planner Harlicker requested Condition 12 be added stating the applicant must enter into a site security agreement with the City.

MOTION BY COMMISSIONER STEVENS, SECONDED BY COMMISSIONER LIPINSKI, TO APPROVE PLANNING CASE 13-16, THE SITE PLAN FOR O'REILLY AUTO PARTS STORE WITH THE FOLLOWING CONDITIONS:

1. ALL COMMENTS OF THE CITY ENGINEER BE ADDRESSED.
2. RECEIVE ALL APPLICABLE PERMITS FROM ANOKA COUNTY HIGHWAY DEPARTMENT.
3. CROSS ACCESS EASEMENTS BE RECORDED OVER THE WEST DRIVEWAY AND TO THE WEST PROPERTY LINE TO ALLOW FUTURE SHARED DRIVEWAY.

4. SITE PLAN SHALL BE REVISED TO MEET THE REQUIRED TWO-STORY EXPRESSION AND HAVE 60% GLASS ON THE FRONT ELEVATION SUBJECT TO APPROVAL BY CITY STAFF.
5. THE LANDSCAPE PLAN BE REVISED TO INCLUDE AN ADDITIONAL OVERSTORY TREE ALONG COON RAPIDS BOULEVARD AND THE PROPOSED ORNAMENTAL TREES BE CHANGED TO OVERSTORY TREES, REPLACE FIVE OVERSTORY TREES ALONG THE WEST PROPERTY LINE, 200 SQUARE FOOT LANDSCAPED BED AROUND THE MONUMENT SIGN AND ORNAMENTAL TREES PLANTED ALONG THE FRONT OF THE BUILDING.
6. ALL LANDSCAPED AREAS MUST BE IRRIGATED, EXCEPT FOR THE BUFFER BEHIND THE BUILDING.
7. THE DUMPSTER ENCLOSURE BE CONSTRUCTED OF THE SAME MATERIAL AS THE BUILDING.
8. SEATING AREA, TRASH RECEPTACLE AND A BIKE RACK BE INCORPORATED NEAR THE ENTRANCE.
9. THE EAST SIDE ENTRANCE WILL BE PAVED AS PART OF THE REPAVING OF THE SITE.
- ~~10. AN ADDITIONAL WINDOW WILL BE ADDED WEST OF THE FRONT ENTRANCE TO THE BUILDING.~~
11. A SIDEWALK CONNECTION WILL BE EXTENDED FROM COON RAPIDS BOULEVARD THROUGH THE LANDSCAPED MEDIAN ACROSS THE DRIVE AISLE TO THE FRONT OF THE BUILDING.
12. THE APPLICANT MUST ENTER INTO A SITE SECURITY AGREEMENT WITH THE CITY.

Community Development Director Nevinski recommended the Commission strike Condition 10 as this issue was addressed under Condition 4.

THE MOTION PASSED UNANIMOUSLY.

This is a decision made by the Planning Commission and shall stand unless appealed to the City Council within ten days after notification of the decision.

4. CASE 13-17 – AMENDMENT TO FINAL PUD – CRESCENT PONDS – MAIN STREET AND UNIVERSITY AVENUE – SIGNATURE VENTURES – PUBLIC HEARING
-

It was noted the applicant is requesting an amendment to the PUD for Crescent Ponds to modify the garage side yard setback to include a five-foot setback for living space above and directly

behind the garage. The proposed amendment was discussed in further detail with the Commission and Staff recommended approval with conditions.

Vice Chair Schwartz opened the public hearing at 7:25 p.m.

Amanda Hessman, 12355 Butternut Street NW, explained she lives next to a vacant lot in this development. She commented she would lose five feet of yard space if the proposed amendment were approved. She asked that the Commission deny the request.

Caroline Tyler, 245 124th Lane NW, indicated she had an open lot next to her property and the proposed amendment would negatively affect her. She suggested the Commission deny the request.

Christine Buzowski, 12345 Butternut Street, recommended the landscaping be completed in the park area soon as the weeds were blowing into her property. Planner Harlicker explained the park area was the City's responsibility and would be developed after consideration and approval by the Park Commission.

Ms. Buzowski commented that the proposed amendment to the home setbacks would go against the proposed uniformity within the neighborhood. For this reason, she recommended the amendment not be approved.

Jared Jasperson, 185 124th Lane NW, explained he would not be affected by the proposed amendment, as he already had homes on each side of his home. However, he did not want to see the styles of homes vary within the neighborhood. He encouraged the developer to finalize the trails and landscaping for the benefit of all homeowners.

Vice Chair Schwartz closed the public hearing at 7:33 p.m.

Planner Harlicker clarified that there would still be a 15-foot requirement between homes. For this reason, there would have to be some thought in the placement of new homes.

Todd Baumgartner, Signature Ventures, explained the amendment request before the Commission this evening came from his builders as the additional flexibility would allow for larger homes with living space above the garage.

Commissioner Stephenson requested further information on the remaining landscaping that had yet to be completed. City Planner Harlicker reported the landscaping along University Avenue and Main Street was not complete. In addition, the areas behind the cul-de-sacs remained undone.

Commissioner Stephenson recommended Condition 3 be altered to assure that all landscaping was completed by October 1, 2014, except for the trees along University Avenue which will have to be completed by October 1, 2015.

Commissioner Stevens suggested the unplatted lots along the two cul-de-sac loops (Cottonwood and Alder), along with Lots 74-81 be impacted by the proposed amendment and that the platted

lots remain as is. She indicated this would assure the homeowners that have built were not adversely impacted by the new regulations.

Commissioner Lattimore requested further comment from the homeowner on Lot 71.

Ms. Hessman stated she lived on Lot 71 and Lot 72 was still vacant. She explained that her home had a 10-foot setback from the property line. She reported if the amendment were to proceed, a two-story garage could be built five feet from the property line and this would grossly affect her sight lines.

Vice Chair Schwartz supported Commissioner Stevens' suggestion as this would be simple for Staff to enforce. Commissioner Lipinski and Commissioner Stephenson agreed.

Vice Chair Schwartz asked if the landscaping could be completed by the petitioner by October 1st. Mr. Baumgartner stated the area behind the cul-de-sacs was quite rugged and new landscaping did not make sense until the lots were developed. He explained the landscaping along University Avenue was complete.

Commissioner Stevens questioned how the landscaping issue should proceed.

Commissioner Stephenson recommended trees be planted by October 1, 2014.

Ms. Buzowski commented the trees may not grow in this area given the tremendous amount of weeds and thistle. She recommended this be addressed prior to the trees being planted.

Commissioner Stevens asked when the right-of-way issues along University Avenue would be resolved. Mr. Baumgartner anticipated the County would have plans completed by next summer. Planner Harlicker stated Condition 3 could read the landscaping will be completed on the two cul-de-sacs when developed or no later than October 1, 2015. The Commission supported this recommendation.

MOTION BY COMMISSIONER STEVENS, SECONDED BY COMMISSIONER LIPINSKI, TO APPROVE PLANNING CASE 13-17, THE AMENDMENT TO CRESCENT PONDS PUD TO ALLOW LIVING SPACE ABOVE AND DIRECTLY BEHIND THE GARAGE AT A FIVE (5) FOOT SIDE YARD SETBACK AND A MINIMUM FIFTEEN (15) FOOT SETBACK BETWEEN HOMES WITH THE FOLLOWING CONDITIONS:

1. ALL CONDITIONS OF THE ORIGINAL PUD APPROVAL OF APRIL 15, 2008 ARE INCLUDED IN THIS APPROVAL.
2. APPROVAL AND EXECUTION OF AN AMENDMENT TO THE PUD AGREEMENT.
3. THE REQUIRED LANDSCAPING AND IRRIGATION ON THE COMMON AREAS BE INSTALLED WHEN THE TWO CUL-DE-SACS ARE DEVELOPED, OR NO LATER THAN OCTOBER 1, 2015.

4. THE AMENDMENT APPLIES ONLY TO UNPLATTED LOTS 1-35 ALONG THE TWO CUL-DE-SAC LOOPS AND LOTS 74-81.
5. THE APPLICANT PROVIDE THE CITY WITH A BOND IN THE AMOUNT OF 150% OF THE COST OF INSTALLING LANDSCAPING AND IRRIGATION.

THE MOTION PASSED UNANIMOUSLY.

This is a recommendation to the City Council that will be considered at the October 1, 2013 City Council meeting.

5. CASE 13-19 – SITE PLAN APPROVAL FOR REVISIONS TO A LANDSCAPE PLAN
– LA CASITA RESTAURANT – 8955 SPRINGBROOK DRIVE – PUBLIC HEARING

It was noted the applicant was requesting the Commission approve modifications to the approved landscape plan. The changes include eliminating two trees and the hedge along Springbrook Drive and trees between the building and the Highway 10 entrance ramp. The proposed revisions were discussed in detail and Staff recommended approval of the proposed landscape changes around the building but that the Commission deny the proposed changes to the landscape plan along Springbrook Drive and between the building and Highway 10.

Vice Chair Schwartz opened the public hearing at 8:10 p.m.

Mike Price, La Casita representative, reviewed the proposed landscaping plans further with the Commission. He indicated the tree that was missing was missing prior to La Casita purchasing the property. He reviewed several photos showing the landscaping on adjacent properties. It was his opinion that the City would be causing a hardship if La Casita was required to complete the berm and landscaping along Springbrook Drive.

Vice Chair Schwartz closed the public hearing at 8:14 p.m.

Commissioner Stevens commented the applicant has made a point that the other establishments do not have berms. She questioned if this was the original intent. Planner Harlicker did not recall the original intent.

Vice Chair Schwartz was in favor of holding the applicant to the original landscaping plan.

Commissioner Lipinski agreed.

MOTION BY COMMISSIONER LIPINSKI TO APPROVE PLANNING CASE 13-19, THE PROPOSED LANDSCAPE CHANGES AROUND THE BUILDING AND DENY THE PROPOSED CHANGES TO THE LANDSCAPE PLAN ALONG SPRINGBROOK DRIVE AND BETWEEN THE BUILDING AND HIGHWAY 10. THE LANDSCAPING ALONG SPRINGBROOK DRIVE AND BETWEEN HIGHWAY 10 AND THE BUILDING MUST BE INSTALLED PER THE APPROVED 1994 PLAN.

THE MOTION FAILED FOR LACK OF A SECOND.

Commissioner Stephenson supported the La Casita property matching the surrounding properties.

MOTION BY COMMISSIONER STEPHENSON, SECONDED BY COMMISSIONER STEVENS, TO APPROVE PLANNING CASE 13-19, THE PROPOSED LANDSCAPE CHANGES AROUND THE BUILDING AND APPROVE THE PROPOSED CHANGES TO THE LANDSCAPE PLAN ALONG SPRINGBROOK DRIVE AND BETWEEN THE BUILDING AND HIGHWAY 10. THE MOTION PASSED 3-2 (LIPINSKI AND SCHWARTZ OPPOSED).

This is a recommendation to the City Council that will be considered at the October 1, 2013 City Council meeting.

6. CASE 13-18 – CODE CHANGE TO PUBLIC HEARING NOTICES FOR VARIANCES – COUNCIL VOTES ON APPEALS AND INCLUDE REGULATIONS FOR MAINTENANCE OF IMPROVEMENTS – PUBLIC HEARING

It was noted the applicant is requesting the Planning Commission consider a code change to address issues relating to public hearing notices for variances, Council vote on appeals to a variance decisions and include regulations for maintenance of improvements. Staff discussed the code change further and recommended approval to the three sections of City Code.

Vice Chair Schwartz opened and closed the public hearing at 8:23 p.m., as no one wished to address the Planning Commission.

MOTION BY COMMISSIONER LATTIMORE, SECONDED BY COMMISSIONER STEVENS, TO APPROVE PLANNING CASE 13-18, THE CODE CHANGE FOR THE FOLLOWING:

1. ADD SECTION 11-304.9(3) REMOVING THE REQUIREMENT THAT PUBLIC HEARING NOTICES FOR THE BOARD OF ADJUSTMENT AND APPEALS BE PUBLISHED IN THE PAPER.
2. ADD THE REQUIREMENT IN TABLE 11-305.3(1) FOR A 2/3 VOTE OF THE COUNCIL TO AMEND OR REJECT A DECISION OF THE BOARD OF ADJUSTMENT AND APPEALS.
3. ADD SECTION 11-1207.1(14) ON MAINTENANCE OF SITE IMPROVEMENTS.

THE MOTION PASSED UNANIMOUSLY.

This is a recommendation to the City Council that will be considered at the October 1, 2013 City Council meeting.

OTHER BUSINESS

N one.

ADJOURN

MOTION BY COMMISSIONER STEVENS, SECONDED BY COMMISSIONER LIPINSKI,
TO ADJOURN THE MEETING AT 8:24 P.M. THE MOTION PASSED UNANIMOUSLY.

Recorded and Transcribed by,
Heidi Guenther
Planning Commission Recording Secretary

APPROVED

COON RAPIDS PLANNING COMMISSION MEETING OF OCTOBER 17, 2013

CALL TO ORDER

The regular agenda meeting of the Coon Rapids Planning Commission was called to order by Chair Geisler at 6:30 p.m.

Members Present: Chair Jenny Geisler, Commissioners Jonathan Lipinski, Donna Naeve, Wayne Schwartz, Zachary Stephenson and Julia Stevens.

Members Absent: Commissioner Cedric Lattimore.

Staff Present: Community Development Director Marc Nevinski; Planner Scott Harlicker; Community Development Specialist Matt Brown, and, Assistant City Attorney Doug Johnson.

PLEDGE OF ALLEGIANCE

Chair Geisler led the Commission in the Pledge of Allegiance.

ADOPTION OF THE AGENDA

MOTION BY COMMISSIONER NAEVE, SECONDED BY COMMISSIONER SCHWARTZ, TO ADOPT THE AGENDA AS PRESENTED. THE MOTION PASSED UNANIMOUSLY.

APPROVAL OF THE SEPTEMBER 19, 2013 REGULAR MINUTES

Commissioner Schwartz requested a correction on Page 2, as the motion should reflect an approval for Planning Case 13-21 and not a denial. In addition, “fo” should be changed to “of” in Condition #1.

MOTION BY COMMISSIONER SCHWARTZ, SECONDED BY COMMISSIONER LIPINSKI, TO APPROVE THE PLANNING COMMISSION MINUTES OF THE REGULAR MEETING OF SEPTEMBER 19, 2013, AS CORRECTED. THE MOTION PASSED (NAEVE AND GEISLER ABSTAINED).

NEW BUSINESS

1. PLANNING CASE 13-23 - COMPREHENSIVE PLAN AMENDMENT – PRELIMINARY AND FINAL PORT MASTER PLANS – PORT RIVERWALK – PUBLIC HEARING
-

It was noted the Planning Commission is being asked to consider an amendment to the Comprehensive Plan to adopt a Port Master Plan for Port Riverwalk. Staff gave a presentation on the Port Riverwalk Master planning process. It was noted a steering committee assisted with the planning, which included property/business owners, residents, along with Commissioners Naeve and Lipinski. The market analysis conclusions for the Coon Rapids Boulevard Corridor

were reviewed, along with the short-term implementation steps. Staff recommended the Commission consider approval of the Preliminary and Final Port Master Plans for Port Riverwalk.

Commissioner Naeve offered additional information on the proposed housing changes for the corridor. Community Development Specialist Brown discussed the proposed housing changes and locations in further detail with the Commission.

Commissioner Schwartz asked if the existing service road would be removed through the master plan. Community Development Specialist Brown commented the current plan would be to remove the service road, but noted a sidewalk or trail would remain.

Chair Geisler opened and closed the public hearing at 6:47 p.m., as no one wished to address the Planning Commission.

MOTION BY COMMISSIONER STEVENS, SECONDED BY COMMISSIONER NAEVE, TO APPROVE THE TEXT AMENDMENT TO CHAPTER 2 OF THE COMPREHENSIVE PLAN INCORPORATING THE FUTURE LAND USES AND RELATIONSHIPS, TRAFFIC CIRCULATION, PEDESTRIAN SYSTEMS, PARK AND OPEN SPACE CONCEPTS, AND EXAMPLES OF BUILDING TYPES ESTABLISHED BY THE PORT RIVERWALK MASTER PLAN. THE MOTION PASSED UNANIMOUSLY.

MOTION BY COMMISSIONER STEVENS, SECONDED BY COMMISSIONER LIPINSKI, TO APPROVE THE PRELIMINARY AND FINAL PORT MASTER PLANS FOR PORT RIVERWALK. THE MOTION PASSED UNANIMOUSLY.

This is a recommendation to the City Council that will be considered at the November 6, 2013 City Council meeting.

2. PLANNING CASE 13-24 – SITE PLAN MODIFICATION: BUILDING ELEVATIONS AND ADDITIONAL FREESTANDING PYLON SIGN – 430 COON RAPIDS BOULEVARD – JACK OVICK – PUBLIC HEARING

It was noted the applicant has requested this item be postponed to the November 21, 2013 Planning Commission meeting to allow more time for the applicant to revise their building elevations.

Chair Geisler opened the public hearing at 6:52 p.m.

MOTION BY COMMISSIONER SCHWARTZ, SECONDED BY COMMISSIONER STEVENS, TO CONTINUE PLANNING CASE 13-24 TO THE NOVEMBER 21, 2013 PLANNING COMMISSION MEETING. THE MOTION PASSED UNANIMOUSLY.

OTHER BUSINESS

Community Development Director Nevinski provided the Commission with a development update.

ADJOURN

MOTION BY COMMISSIONER STEPHENSON, SECONDED BY COMMISSIONER STEVENS, TO ADJOURN THE MEETING AT 6:58 P.M. THE MOTION PASSED UNANIMOUSLY.

Recorded and Transcribed by,
Heidi Guenther
Planning Commission Recording Secretary

APPROVED

COON RAPIDS PLANNING COMMISSION MEETING OF NOVEMBER 21, 2013

CALL TO ORDER

The regular agenda meeting of the Coon Rapids Planning Commission was called to order by Chair Geisler at 6:30 p.m.

Members Present: Chair Jenny Geisler, Commissioners Cedric Lattimore, Jonathan Lipinski, Donna Naeve, Wayne Schwartz, Zachary Stephenson and Julia Stevens.

Members Absent: None.

Staff Present: Community Development Director Marc Nevinski; Planner Scott Harlicker; and, Assistant City Attorney Doug Johnson.

PLEDGE OF ALLEGIANCE

Chair Geisler led the Commission in the Pledge of Allegiance.

ADOPTION OF THE AGENDA

MOTION BY COMMISSIONER SCHWARTZ, SECONDED BY COMMISSIONER STEVENS, TO ADOPT THE AGENDA AS PRESENTED. THE MOTION PASSED (LATTIMORE ABSTAINED).

APPROVAL OF THE OCTOBER 17, 2013 REGULAR MINUTES

Commissioner Naeve requested a correction to the minutes noting Commissioner Schwartz had three corrections to the September 19th minutes. These corrections were noted for the record. She then requested a change to Page 2 of the October 17, 2013 minutes, clarifying her statement indicating she was offering information on the housing and was not requesting further comment from staff.

MOTION BY COMMISSIONER NAEVE, SECONDED BY COMMISSIONER LIPINSKI, TO APPROVE THE PLANNING COMMISSION MINUTES OF THE REGULAR MEETING OF OCTOBER 17, 2013, AS CORRECTED. THE MOTION PASSED (LATTIMORE ABSTAINED).

OLD BUSINESS

1. PLANNING CASE 13-24 - SITE PLAN FOR 610 EXPRESS – 430 COON RAPIDS BOULEVARD – PUBLIC HEARING
-

The applicant has requested that this item be postponed to the December 19th Planning Commission meeting.

MOTION BY COMMISSIONER STEPHENSON, SECONDED BY COMMISSIONER SCHWARTZ, TO CONTINUE THE PUBLIC HEARING TO THE DECEMBER 19, 2013 PLANNING COMMISSION MEETING. THE MOTION PASSED UNANIMOUSLY.

NEW BUSINESS

2. PLANNING CASE 13-28 - CONDITIONAL USE PERMIT – AUTO RENTAL FACILITY – 3325 124TH AVENUE – AVIS BUDGET GROUP – PUBLIC HEARING

It was noted the applicant is requesting a Conditional Use Permit for an auto rental facility located at 3325 124th Avenue (Pep Boys Auto Parts building). They will be sharing space with Pep Boys in the existing building. Staff reviewed the case further and recommended approval of the conditional use permit for an auto rental facility.

Chair Geisler opened and closed the public hearing at 6:36 p.m., as no one wished to address the Planning Commission.

Commissioner Naeve questioned if it would be appropriate to mark the parking spaces that would be designated for the auto rental facility. Planner Harlicker stated this could be added as a condition for approval.

MOTION BY COMMISSIONER STEPHENSON, SECONDED BY COMMISSIONER STEVENS, TO APPROVE PLANNING CASE 13-28, THE CONDITIONAL USE PERMIT FOR THE AUTO RENTAL FACILITY, WITH THE FOLLOWING CONDITION:

1. DESIGNATION OF PARKING SPACES BOTH ON SITE PLAN AND ON SITE.

THE MOTION PASSED UNANIMOUSLY.

This is a decision made by the Planning Commission and shall stand unless appealed to the City Council within ten days after notification of the decision.

3. PLANNING CASE 13-30 – CONDITIONAL USE PERMIT – PLACE OF WORSHIP – 10731 HANSON BOULEVARD – NORTH POINT CHURCH – PUBLIC HEARING

It was noted the applicant is requesting a Conditional Use Permit to operate a place of worship in the building located at 10731 Hanson Boulevard. Staff reviewed the case in detail noting there were some concerns with the parking needs on this site. He discussed how the site would be altered to meet the City's parking requirements, and it was recommended the Commission approve the conditional use permit for a place of worship with conditions.

Commissioner Stevens questioned if the landscaping on this site would be upgraded. Planner Harlicker commented this would be addressed when the site was brought into compliance. He explained the Commission could add this as a condition for approval.

Assistant City Attorney Johnson explained a concern with this site was that there was currently pavement where it should not be. He indicated the pavement would have to be removed in order

for the landscaping to be completed. For this reason, he suggested the landscaping compliance align with the parking lot completion.

Commissioner Stephenson asked if the applicant had requested any signs along with the conditional use permit. Planner Harlicker stated this had not been done, and would require a separate application by North Point Church.

Chair Geisler opened the public hearing at 6:49 p.m.

Ron Touchette, 7078 East Fish Lake Road in Maple Grove, explained he was a representative of North Point Church. He thanked the Commission for considering North Point Church's application this evening. He then commended City staff for their efforts and assistance in preparing for this evening's meeting.

David DeVel, 13628 Hidden Creek in Andover, commented he was the Pastor of North Point Church. He discussed the plans for his church and congregation. He explained one goal for his church would be for the community to be a blessing to the City of Coon Rapids. He thanked the Commission for considering his request.

Mr. Touchette reported he and Pastor DeVel had met with the neighbors and these members of the community were excited to hear about the renovations proposed for the site. He commented one neighbor was interested in assisting with the landscaping along the rear property line. He then reviewed the proposed exterior improvements in further detail stating the site would be much more welcoming once the work was complete.

Linda Fish, 21401 Vail Street in Cedar, indicated she grew up in Coon Rapids. She discussed the service and outreach that would be provided to the community by North Point Church.

Chair Geisler closed the public hearing at 6:59 p.m.

Commissioner Naeve questioned if the conditional use permit requirements would remain in place if another church or business were to relocate onto the property. Assistant City Attorney Johnson stated this was the case.

Chair Geisler stated the proposed place of worship would be a great use for this site. Her only concern was with the ten year time limit that was being allowed to bring the property into compliance.

Commissioner Naeve explained she had the same concern.

Commissioner Schwartz did not recall the Planning Commission ever allowing a ten-year time period for a property to be brought into compliance. He was not comfortable with stretching this out to ten years.

Chair Geisler recalled allowing for extensions through seasons when necessary, but she too was surprised by the proposed ten year timeframe. She was in favor of having the front landscaping completed sooner than later.

Commissioner Naeve recommended the applicant submit a landscaping plan to the City with dates for the proposed improvements.

Chair Geisler requested the foundation plantings in this plan be required to be completed in 2014.

Commissioner Naeve questioned where staff came up with the ten year time period. Planner Harlicker stated this was a compromise reached with the applicant.

Community Development Director Nevinski reported the stormwater management issues would be addressed when the parking lot was redone.

Chair Geisler stated the amount of parking available onsite would allow for 132 seats. She questioned why staff was recommending the church be allowed to have 200 seats. Planner Harlicker reviewed the current number of parking spaces available, stating there were 39 existing spaces and 11 to the rear of the building.

Chair Geisler questioned what would be a reasonable timeline to bring the parking lot and site into compliance with City Code.

Commissioner Stephenson asked if the conditional use permit could be amended in the future if another church or office use were to relocate onto this site. Community Development Director Nevinski stated a conditional use permit could be amended if the needs of a property were to change.

Chair Geisler stated if the Commission was to proceed with an extended time period that this would remain with the property and not simply with the applicant. She expressed concern that precedence could be set by the Commission for future extension requests on non-conforming properties.

Commissioner Lipinski questioned if a time period could be extended. Assistant City Attorney Johnson indicated that all conditional use permits could be amended and would require review and approval by the Planning Commission.

Commissioner Schwartz requested further information on the rear parking area and how this area would be improved. Mr. Touchette commented the parking behind the fence was in poor condition. He explained the church was proposing to have this area repaired and replaced as soon as possible. This parking would not be utilized until the surface was improved. He further discussed the proposed improvements for the site both interior and exterior. He indicated the church district office was only willing to assist with a portion of the financing, which led the church to request the 10 year time period for the parking lot improvements. He commented the church had no problem with completing the mowing, sidewalk and foundation plantings in 2014.

Commissioner Stevens stated the 10 years still seemed excessive to her, but she suggested the Commission review which items would be completed within the next several years.

Commissioner Lattimore indicated the 10 year timeframe was too long for him to support. He recommended the site be brought in to compliance in two years. He reported the applicant could always come before the Commission and request an extension if necessary.

Commissioner Lattimore requested further information on how the fence would be improved. Mr. Touchette commented the fence along the railroad would be completely replaced while the fence within the parking lot would be removed, as it serves no purpose. He understood that the requested 10 years was a long time, but in the scheme of things, it would allow the congregation time to manage the numerous challenges on the site.

Commissioner Lattimore suggested Condition 5 be amended to coincide with the proposed improvements by the applicant.

Assistant City Attorney Johnson expressed concern that the Planning Commission was holding a site plan review of the proposed conditional use permit without a site plan. He indicated the Planning Commission was not in the business of redesigning buildings. He reported landscaping plans were not typically included with conditional use permit requests.

Chair Geisler stated this may be the case; however, there were concerns with getting the parking lot into compliance with City Code, which requires landscaping. Assistant City Attorney Johnson recommended the Commission put in the blanket condition stating the applicant shall comply with Title 11 of the City Code, to ensure that the property properly aligns with City Code.

Chair Geisler explained that at this point, the Commission did not support the recommendation of staff with the proposed timeframe, and she was seeking options the Commission was comfortable with to approve the conditional use permit.

Commissioner Naeve asked if any of the existing parking met City Code requirements. Community Development Director Nevinski commented there were a few locations where the parking met the setback requirements.

Commissioner Naeve questioned if the Commission was in favor of the proposed use occupying the building while also allowing the non-conforming issues to remain in place, for up to 10 years.

Commissioner Schwartz stated he would be reluctant to expand the compliance timeframe beyond 18 months.

Commissioner Stephenson suggested the Commission table action on this item and allow the applicant additional time to speak with staff regarding the conditional use permit and parking issues.

Mr. Touchette recognized the difficulty of the church's request. He discussed the unique circumstances of the site commenting these circumstances were not created by the applicant. He reported the expansion of Hanson Boulevard made the existing parking lot non-conforming. He expressed concern that the City would be requiring the church to install a \$100,000 parking lot in order to occupy the space. He discussed how this expense would greatly devalue the property.

Commissioner Stevens inquired if there was a way to establish language that would allow for an extended timeframe for this case without setting precedence.

Chair Geisler commented that perhaps the expansion of Hanson Boulevard could be referred to in this case, as this road construction project created the non-conforming parking lot. She stated that perhaps the conditional use permit could be approved requiring the building and landscaping be brought into compliance. She recommended this be reviewed further by staff prior to the Commission taking action on this case.

Commissioner Stephenson agreed with this suggestion.

Commissioner Naeve clarified that this property does have land available for additional parking.

Assistant City Attorney Johnson encouraged the Commission to limit the case to facts, which Chair Geisler was suggesting. He indicated the previous property owner would have been compensated by the County for the lost right-of-way, which created a non-conforming parking lot. He stated a phased site plan would be an option for this Planning Case and could be offered as a condition for approval. He explained the City could assist with this process. He recommended the Planning Commission then review the case in 24 or 36 months to assess how the applicant was progressing on the phased site plan.

Chair Geisler questioned if the applicant would like for the Commission to take a vote on the conditional use permit or table action to the next Planning Commission meeting.

Mr. Touchette stated the church was looking for a positive outcome and he was willing to work with staff to demonstrate the uniqueness of this site. He respectfully requested the Commission table action on this item and allow the church additional time to work with staff.

MOTION BY COMMISSIONER STEPHENSON, SECONDED BY COMMISSIONER SCHWARTZ, TO TABLE ACTION ON PLANNING CASE 13-30 TO THE DECEMBER 19, 2013 PLANNING COMMISSION MEETING CONDITIONED ON THE APPLICANT WAIVING THE 60 DAY RULE. THE MOTION PASSED UNANIMOUSLY.

J.K. Strand, 4343 Juno Lane North in Plymouth, explained he was the Assistant Pastor at North Point Church. He indicated he has been in ministry for the past 50 years and church planning for the past 30 years. He commented this church planned to grow and through this growth, more money would be available. He thanked the Commission for their time and consideration this evening.

4. PLANNING CASE 13-29 – ORDINANCE AMENDMENT TO ADD SECTION 11-1600 ALTERNATIVE ENERGY SOURCES AND SYSTEMS – PUBLIC HEARING

It was noted the applicant is requesting an Ordinance amendment to establish Section 11-1600 Alternative Energy Sources and Systems and requirements governing wind energy conversion systems.

Chair Geisler opened and closed the public hearing at 7:53 p.m., as no one wished to address the Planning Commission.

Chair Geisler discussed several typos within the Code language. She recommended that Item H be reworded to ensure that WAC's are 15 feet from any structure for safety purposes. She recommended that staff review the language discussing building mounted WAC's.

Commissioner Stephenson suggested Item I be revised. Assistant City Attorney Johnson advised he would review this language.

Chair Geisler stated the total height allowable was described within the proposed code for each zoning district. She questioned if a definition should be included within the document for clarification. Planner Harlicker noted a definition was included on the last two pages of the document.

Commissioner Naeve was in favor of the code having additional language addressing building mounted WAC's. Planner Harlicker stated this would be addressed by State building code.

Commissioner Stephenson proposed the Commission discuss this code in further detail at a future work session meeting, given the number of concerns with the language.

Chair Geisler agreed with this suggestion.

Commissioner Naeve requested staff provide the Planning Commission with additional codes to review prior to the work session meeting.

MOTION BY COMMISSIONER STEPHENSON, SECONDED BY COMMISSIONER LIPINSKI, TO TABLE ACTION ON PLANNING CASE 13-29 TO A FUTURE WORK SESSION MEETING. THE MOTION PASSED UNANIMOUSLY.

5. CASE 13-27 – CODE CHANGE TO TITLE 11 REGARDING JUNK VEHICLES, NUMBER OF TRAILERS ALLOWED AND MINIMUM NUMBER OF STACKING SPACES FOR A DRIVE THRU WINDOW– PUBLIC HEARING

It was noted the applicant is requesting the Planning Commission consider a code change to address several Zoning Code issues relating to junk vehicles, number of trailers allowed and number of stacking spaces for a drive thru window.

Chair Geisler opened and closed the public hearing at 8:07 p.m., as no one wished to address the Planning Commission.

MOTION BY COMMISSIONER LATTIMORE, SECONDED BY COMMISSIONER STEVENS, TO APPROVE PLANNING CASE 13-27, THE CODE CHANGE FOR THE FOLLOWING:

1. AMEND THE SECTION 11-201 DEFINITION OF JUNK VEHICLE TO INCLUDE THE REQUIREMENT THAT CURRENT REGISTRATION MUST BE DISPLAYED AND 20 DAY TIME PERIOD FOR REPAIR WORK ON A VEHICLE.
2. ADD REGULATIONS FOR THE STORAGE OF JUNK VEHICLES TO SECTION 11-801.6 THE INDUSTRIAL DISTRICT.
3. AMEND SECTION 11-601.3 TO REMOVE THE STANDARD FOR TOTAL NUMBER OF TRAILERS ALLOWED AND AMEND SECTION 11-601.4 TO ADD THE STANDARD FOR TOTAL NUMBER OF TRAILERS ALLOWED.
4. AMEND SECTION 11-1207.7(4) TO ADD MINIMUM NUMBER OF STACKING SPACES FOR DRIVE THRU SERVICE WINDOWS.

THE MOTION PASSED UNANIMOUSLY.

This is a recommendation to the City Council that will be considered at the December 3, 2013 City Council meeting.

OTHER BUSINESS

Community Development Director Nevinski provided an update on current development.

ADJOURN

MOTION BY COMMISSIONER STEPHENSON, SECONDED BY COMMISSIONER SCHWARTZ, TO ADJOURN THE MEETING AT 8:14 P.M. THE MOTION PASSED UNANIMOUSLY.

Recorded and Transcribed by,
Heidi Guenther
Planning Commission Recording Secretary

COON RAPIDS PLANNING COMMISSION MEETING OF DECEMBER 19, 2013

CALL TO ORDER

The regular agenda meeting of the Coon Rapids Planning Commission was called to order by Chair Geisler at 6:30 p.m.

Members Present: Chair Jenny Geisler, Commissioners Cedric Lattimore, Donna Naeve, Wayne Schwartz, and Julia Stevens.

Members Absent: Commissioners Jonathan Lipinski and Zachary Stephenson.

Staff Present: Community Development Director Marc Nevinski; Planner Scott Harlicker; and, Assistant City Attorney Doug Johnson.

PLEDGE OF ALLEGIANCE

Chair Geisler led the Commission in the Pledge of Allegiance.

ADOPTION OF THE AGENDA

MOTION BY COMMISSIONER NAEVE, SECONDED BY COMMISSIONER SCHWARTZ, TO ADOPT THE AGENDA AS PRESENTED. THE MOTION PASSED UNANIMOUSLY.

APPROVAL OF THE NOVEMBER 21, 2013 REGULAR MINUTES

Commissioner Naeve suggested approval of these minutes be postponed to ensure that staff has corrected the September meeting minutes as requested by the Planning Commission at the October meeting.

Commissioner Naeve recommended a correction to the November 21, 2013 meeting minutes on Page 5, the 5th paragraph, the last sentence should read the applicant "shall comply".

MOTION BY COMMISSIONER NAEVE, SECONDED BY COMMISSIONER LATTIMORE, TO POSTPONE ACTION ON THE NOVEMBER 21, 2013, UNTIL ALL CORRECTIONS TO THE SEPTEMBER MEETING WERE CLARIFIED BY STAFF. THE MOTION PASSED UNANIMOUSLY.

OLD BUSINESS

1. PLANNING CASE 13-24 - SITE PLAN MODIFICATION – BUILDING ELEVATIONS AND ADDITIONAL WALL SIGNS AND FREESTANDING PYLON SIGN – 430 COON RAPIDS BOULEVARD – JACK OVICK – PUBLIC HEARING
-

It was noted the applicant is requesting site plan approval to change the building elevations and add a pylon sign. The building elevations were approved by the Planning Commission in 2001 as part of the site plan approval and conditional use permit for the convenience store. The

existing monument sign was approved in 2002. The applicant is requesting design and use flexibility to enable additional signage on the site and building. Staff reviewed the site plan and material board with the Commission. It was recommended the Commission approve the proposed modifications to the building, while denying the requests for use and design flexibility. Staff explained the sign proposal was not in alignment with the policies and standards for Coon Rapids Boulevard and the desire for better visibility from Highway 610 is not sufficient to meet the standards for granting design flexibility.

Commissioner Naeve asked if the proposed fast food use would have indoor service/seating and if parking requirements were considered. Planner Harlicker indicated Steak n' Shake was proposing to have indoor seating.

Chair Geisler questioned if the gas station canopy would be altered. Planner Harlicker commented there were no proposed changes to the canopy.

Chair Geisler opened and closed the public hearing at 6:42 p.m., as no one wished to address the Planning Commission.

Jim Gregory, Steak n' Shake representative, thanked the Commission for their consideration this evening. He was proposing to place the first Steak n' Shake restaurant in Minnesota in the City of Coon Rapids. He reviewed the company's business model and discussed the proposed site plan stating he wanted this location to succeed. He discussed the unique characteristics of the property noting he was willing to be flexible on the pylon sign height.

Mr. Gregory reviewed the surrounding fast food chains that would be in direct competition with Steak n' Shake and provided photos of their signage. He stated the proposed signage would enhance visibility and assist with the success of this location.

Commissioner Naeve asked if how the utilities on the building would be screened. Planner Harlicker stated this information was not included within the site plan.

Frank Hamanpool, property manager at 430 Coon Rapids Boulevard, explained the furnace and compressors were located on the south side of the building. He proposed placing a chain link fence around the utilities to screen the area from the adjacent properties.

Commissioner Naeve suggested if this item were to move forward that the screening of the utilities be further addressed by staff. She recommended a privacy fence be erected in lieu of the proposed chain link fence.

Chair Geisler requested the Commission address the proposed modifications to the building. She recommended the canopy color match the roof color.

Commissioner Naeve reviewed the language regarding fuel canopies within the River Rapids Overlay District Code.

Mr. Gregory stated the change of the roof color made the building more attractive and reduced the number of colors on the building.

Chair Geisler understood this, but explained City Code required that the building roof and canopy color match to tie the two pieces together. She proposed a condition for approval stating any blue on the canopy be painted gray.

Commissioner Schwartz asked if the applicant had a material board. Planner Harlicker reviewed the proposed building colors on a material board with the Commission. Mr. Gregory reviewed several photos with the Steak n' Shake colors.

Commissioner Stevens approved of the proposed changes to the building.

Commissioner Naeve proposed the applicant provide the City with paint chips to ensure that the paint colors would be approved by staff prior to any work being completed on the building.

Chair Geisler recommended that any new stucco material be required to match the existing stone.

Chair Geisler requested the Commission provide comment on the request for use flexibility. She reviewed the proposed signs on the site plan.

Commissioner Naeve questioned which sign required the request for use flexibility. Mr. Gregory stated the proposed logo sign along Coon Rapids Boulevard created the use flexibility request for the site.

Commissioner Naeve supported the use flexibility for the third sign along Coon Rapids Boulevard as the logo was not being used anywhere else on the building. She explained the unique building location did require additional signage and she found the request to be reasonable.

Chair Geisler agreed stating the property was unique as it had three frontages.

Commissioner Schwartz agreed.

Commissioner Stevens asked how high the pylon signs were for the adjacent restaurants, Culver's specifically. Planner Harlicker explained the Culver's sign would have been approved prior to the River Rapids Overlay District. Community Development Director Nevinski stated this was the case noting the overlay district went into effect in 2002. He explained the Denny's sign was in the City of Blaine.

Commissioner Schwartz questioned if the existing monument sign would display the Steak n' Shake logo. Mr. Gregory did not propose having the Steak n' Shake logo on the monument sign so long as the pylon sign was approved.

Commissioner Schwartz did not oppose having the separate pylon sign for Steak n' Shake given the fact the monument sign would not display their logo.

Commissioner Naeve disagreed stating the pylon sign did not meet with the sign standards within the overlay district. She recommended the applicant place a logo sign on the monument sign. She thought it would be more reasonable to place additional signage on the MnDOT signs.

Commissioner Schwartz recalled that the MnDOT signage was a possibility and not a certainty. Mr. Hamanpool reviewed the signs that have been allowed on the surrounding properties and felt he was at a competitive disadvantage by not being allowed to have a pylon sign to advertise the uses on his property.

Commissioner Stevens requested staff provide the Commission with a picture of the Qwik Trip sign. Planner Harlicker reviewed this photo with the Commission noting Qwik Trip had a monument sign.

Commissioner Lattimore stated the proposed use was being compared to a full service restaurant. It appeared to him that the site would be quite crowded with the proposed uses. He supported the signage on the north face of the building, but did not support the pylon sign.

Commissioner Stevens inquired if the hotel sign could be used to further advertise the Steak n' Shake. Chair Geisler indicated this sign was on an adjacent property and the Commission could not regulate this matter. Community Development Director Nevinski explained City Code did not allow for off premise signs.

Chair Geisler asked if more than one monument sign was allowed on a property. Community Development Director Nevinski commented Code allows for only one monument sign per property. He stated in the last 12 years there has been a lot of redevelopment along Coon Rapids Boulevard and each business had to install a monument sign.

Commissioner Schwartz found this site to be different from others along Coon Rapids Boulevard given its close proximity to the expressway. For this reason, he supported the design flexibility.

Commissioner Naeve recommended a requirement be added to ensure the applicant meets the conditions within the original site plan.

MOTION BY COMMISSIONER NAEVE, SECONDED BY COMMISSIONER LATTIMORE, TO APPROVE IN PLANNING CASE 13-24, THE PROPOSED MODIFICATIONS TO THE BUILDING SUBJECT TO THE FOLLOWING CONDITIONS:

1. THE COLOR OF THE ROOF ON THE GAS STATION CANOPY MATCH THE ROOF ON THE BUILDING.
2. THAT STAFF REVIEW ANY NEW STUCCO MATERIAL TO ENSURE IT MATCHES THE EXISTING STONE.
3. SCREENING FENCE PROPOSED FOR THE UTILITIES BE APPROVED BY STAFF AND THAT IT BE METAL, WOOD, STONE OR VINYL AND NOT CHAIN LINK.

4. THE APPLICANT SHALL MEET THE REQUIREMENTS WITHIN THE PREVIOUSLY MODIFIED SITE PLAN FROM 2009.

THE MOTION PASSED UNANIMOUSLY.

MOTION BY COMMISSIONER NAEVE, SECONDED BY COMMISSIONER LATTIMORE, TO APPROVE PLANNING CASE 13-24, THE REQUEST FOR USE FLEXIBILITY WITH A ROUND WING STEAK N' SHAKE LOGO ALONG COON RAPIDS BOULEVARD. THE MOTION PASSED UNANIMOUSLY.

MOTION BY COMMISSIONER NAEVE, SECONDED BY COMMISSIONER LATTIMORE, TO DENY PLANNING CASE 13-24, THE REQUEST FOR DESIGN FLEXIBILITY FOR A PYLON SIGN DUE TO THE FACT THE DESIRE FOR BETTER VISIBILITY FROM HIGHWAY 610 WAS NOT SUFFICIENT TO MEET THE STANDARDS FOR GRANTING DESIGN FLEXIBILITY. SPECIFICALLY, THE APPLICANT HAS NOT DEMONSTRATED HOW THE PROPOSED SIGN WILL RESPOND TO SIGN CONDITIONS, BETTER INTEGRATE USES OR ADD PUBLIC AMENITIES, OR WILL ADVANCE THE INTENT OF THE CODE. THE MOTION PASSED UNANIMOUSLY.

This is a recommendation to the City Council that will be considered at the January 21, 2013 City Council meeting.

2. PLANNING CASE 13-30 - CONDITIONAL USE PERMIT – PLACE OF WORSHIP – 10731 HANSON BOULEVARD – NORTH POINT CHURCH – PUBLIC HEARING
-

It was noted the applicant is requesting this item be postponed to the January 16, 2014 Planning Commission meeting.

MOTION BY COMMISSIONER LATTIMORE, SECONDED BY COMMISSIONER STEVENS, TO POSTPONE PLANNING CASE 13-30, TO THE JANUARY 16, 2014 PLANNING COMMISSION MEETING. THE MOTION PASSED UNANIMOUSLY.

NEW BUSINESS

3. PLANNING CASE 13-25 - ZONE CHANGE MDR TO LDR2 – 26XX 128TH AVENUE – D AND J LAWRENCE – PUBLIC HEARING
-

It was noted the applicant is requesting a zone change from Moderate Density Residential (MDR) to Low Density Residential 2 (LDR2). The zone change is needed so that the zoning is consistent with the lands use designation and so it can be included in a proposed single-family lot subdivision. Staff reviewed the request and recommended the Commission approve the zone change.

Chair Geisler opened and closed the public hearing at 7:34 p.m., as no one wished to address the Planning Commission.

MOTION BY COMMISSIONER NAEVE, SECONDED BY COMMISSIONER SCHWARTZ, TO APPROVE PLANNING CASE 13-25, THE PROPOSED ZONING CHANGE FROM MODERATE DENSITY RESIDENTIAL TO LOW DENSITY RESIDENTIAL 2 BASED ON THE FOLLOWING FINDINGS:

1. THE PROPOSED REZONING TO LOW DENSITY RESIDENTIAL 2 IS CONSISTENT WITH THE LAND USE DESIGNATION OF LOW DENSITY RESIDENTIAL.
2. THE PROPOSED REZONING IS COMPATIBLE WITH THE ADJACENT LAND USES AND ZONING.
3. THE PROPOSED REZONING WOULD NOT HAVE AN ADVERSE IMPACT ON THE AREA.

THE MOTION PASSED UNANIMOUSLY.

This is a recommendation to the City Council that will be considered at the January 21, 2013 City Council meeting.

4. PLANNING CASE 13-26 – PRELIMINARY PLAT FOR 10 SINGLE FAMILY LOTS – 128TH AVENUE AND COON CREEK BOULEVARD – D AND J LAWRENCE – PUBLIC HEARING
-

It was noted the applicant is requesting preliminary plat approval for Lawrence Estates. The proposed plat includes 10 single-family lots on the north and south sides of 128th Avenue, west of Coon Creek Boulevard. Staff reviewed the preliminary plat for the lots and recommended approval of Lawrence Estates with conditions.

Chair Geisler opened and closed the public hearing at 7:39 p.m., as no one wished to address the Planning Commission.

Commissioner Naeve asked if the storm sewer easement would be realigned. Planner Harlicker reviewed the location of the new storm sewer easement on the property.

MOTION BY COMMISSIONER SCHWARTZ, SECONDED BY COMMISSIONER STEVENS, TO APPROVE PLANNING CASE 13-26, THE PRELIMINARY PLAT FOR LAWRENCE ESTATES WITH THE FOLLOWING CONDITIONS:

1. THE PROPOSED REZONING IN PLANNING CASE 13-25 IS APPROVED BY THE CITY COUNCIL.
2. ONE STREET TREE PER LOT IS PLANTED PRIOR TO ISSUANCE OF A CERTIFICATE OF OCCUPANCY.
3. THE APPLICANT IMPLEMENT ALL REQUIREMENTS AND CONDITIONS OF THE WETLAND AND FLOODPLAIN MITIGATION PERMITS.

4. ALL COMMENTS OF THE CITY ENGINEER BE ADDRESSED.
5. PARK DEDICATION IN THE AMOUNT OF \$20,000 BE PAID PRIOR TO RELEASING THE PLAT FOR RECORDING.
6. EXECUTION OF A DEVELOPMENT AGREEMENT WITH THE CITY.

THE MOTION PASSED UNANIMOUSLY.

This is a recommendation to the City Council that will be considered at the February 5, 2013 City Council meeting.

5. FOLEY BOULEVARD STATION AREA PLANNING UPDATE

Community Development Director Nevinski provided the Commission with an update on the Foley Boulevard Station Area planning process. He indicated in November the City began the planning process with the consultant team of HKGi and SEH. The long-term intent was to address land use issues, infrastructure improvements, and transportation improvements. He noted the City received a grant from the Met Council for the transit-oriented planning process.

Community Development Director Nevinski indicated the City hoped to build consensus through the study while drawing together the agencies that would be impacted by this project. He discussed the various interests surrounding this project noting MnDOT would be involved, along with Metro Transit, Anoka County, Burlington Northern and potentially Northern Lights Express.

Community Development Director Nevinski reviewed findings to date explaining the area was not currently conducive to transit, except for the park and ride. He discussed the planning process timeline with the Commission and invited the Commissioners to attend the Pin Up Meeting on Wednesday, January 8, 2014 from 3:30 p.m. to 5:30 p.m.

OTHER BUSINESS

Community Development Director Nevinski discussed current development taking place in the City of Coon Rapids.

ADJOURN

MOTION BY COMMISSIONER NAEVE, SECONDED BY COMMISSIONER STEVENS, TO ADJOURN THE MEETING AT 8:02 P.M. THE MOTION PASSED UNANIMOUSLY.

Recorded and Transcribed by,
Heidi Guenther
Planning Commission Recording Secretary



Planning Commission Regular

1.

Meeting Date: 01/16/2014

Subject: PC 13-30 Conditional Use Permit, Place of Worship, 10731 Hanson Blvd., North Point Church

From: Scott Harlicker, Planner

INTRODUCTION

The applicant is requesting a conditional use permit to operate a place of worship in the building located at 10731 Hanson Boulevard. The Commission postponed action on this item, and asked that staff and the applicant work on an alternative to the 5 year time frame proposed for in bringing the site into compliance with the current code.

ACTIONS

Conduct a public hearing

Decision by Planning Commission

Appeal to City Council Available

60 DAY RULE

To comply with the requirements of Minnesota Statute §15.99, the 60 day time frame was extended to February 15, 2014.

LOCATION

The property is located at 10731 Hanson Boulevard.

	Existing Use	Comprehensive Plan	Zoning
Subject Property	Vacant Building	Office	Office
North	Railroad racks	N/A	N/A
South	Park	Conservancy	Low Density Residential 2
East	Hanson Boulevard	N/A	N/A
West	Single Family Home	Low Density Residential	Low Density Residential 2

DISCUSSION

Background

The applicant is proposing to use the existing 7,300 square foot building as a place of worship. One half of the building will be converted to office/sanctuary and the other half will be office, conference rooms and storage. The sanctuary will be capable of seating 200 people. Work on the building will include general maintenance and upgrades to bring the space current with today's handicapped accessibility standards and fire code. Exterior improvements include the removal of the existing loading area, patching, repairing and striping the existing parking lot and general maintenance to the exterior of the building and grounds.

At the November 21st meeting the Commission reviewed the proposed plans and asked for an alternative to the five year proposed time frame for bringing the site into compliance.

Alternative Improvement Plan

Section 11-1305.5(3) states that nonconforming site improvements (i.e. parking lots, curb and gutter, landscaping, etc...) must be brought into conformance with current site improvement requirements upon a change of use that triggers a need for change in an associated site improvement.

If the change in use (the church) does not trigger a need for a change in an associated site improvement (parking) the site does not have to be brought into compliance with the current code. Therefore, the church can utilize the existing 13 spaces along 108th Avenue and the existing 20 spaces along Hanson Boulevard and not trigger the need to bring the site into compliance with current code. Using the existing 33 spaces will limit the seating in the sanctuary to 132 seats. When the demand for seating requires additional parking, the site will have to be brought into compliance with current standards.

To limit parking to the existing paved area, the fence that extends from the building to the west property line and from the building to the railroad tracks should remain and be repaired as needed. The code states that every fence must be maintained in a condition of good repair and must not be allowed to become a danger or fall into a state of disrepair.

Applicant's Proposed Improvement Plan

The applicant is proposing to utilize the site improvement plan presented to the Commission at the November meeting. The site plan provided by the applicant shows 50 parking spaces. However, 17 of those spaces are in the rear of the building where they impede existing access from 108th, the pavement is failing or where the surface is dramatically uneven due to loading docks and former fuel station platforms. The conditions do not meet the standards of City Code 11-1202 for use as parking.

Pavement replacement and expansion to address the current condition of the paving would trigger the need to bring the entire parking lot into compliance with current code. Section 11-1305.5(3) states that non-conforming site improvements, which includes parking lots, must be brought into compliance upon the destruction or replacement of the site improvement. The rear parking spaces are non-conforming with respect to setback requirements, curb and gutter and landscaping. According to Section 11-1305.5(3) replacing the 17-space-parking area in the rear of the building would require bringing that and other paved areas of the site into compliance with setback requirements, installation of curb and gutter, landscaping and possibly, depending on the extent of the paving, installing a storm water management system.

RECOMMENDATION

In Planning Case 13-30, the Commission approve the conditional use permit for a place of worship with the following conditions:

1. The number of seats in the sanctuary is limited to 132 until the parking lot is expanded to accommodate the additional seating.
2. Parking is limited to the 33 stalls along 108th Avenue and Hanson Boulevard.
3. Cars parked in the stalls along 108th Avenue must not overhang the sidewalk and all drive aisle must be a minimum 24 feet wide.
4. The fence must be kept in place, repaired and maintained in compliance with City Code.
5. A scaled parking lot striping plan must be provided prior to striping the parking lot.
6. Compliance with Title 11, Land Development Regulations.

Attachments

Location Map

Applicant's Narrative

Alternative Plan

Proposed Original Site Plan

Rear Paving

Rear Paving

Rear Paving

Rear Paving

Air Photo Rear Paved Area

Required Setbacks

Location Map





North Point Church

Mailing Address:
PO Box 48644.
Coon Rapids, MN 55448
www.northpc.org

Helping People Discover the Goodness of God and Become Fully Devoted Followers of Jesus

October 14th, 2013

City of Coon Rapids
Mr. Scott Harlicker
Planner

Dear Coon Rapids Community,

North Point Church is a Wesleyan Church; a Protestant, evangelical, denomination with a rich heritage. We believe and teach that a victorious Christian life is possible for all believers through the experience of both forgiveness of sins and the filling of the Holy Spirit in our lives. We believe in the intrinsic value in every person. Finding unity and mutual love in Christ eliminates devaluation and deprivation of life to one another. We currently worship at the Northdale Middle School where we have been located for the last three years.

For the next two to five years it would be our goal to utilize our new church home in its relative current configuration. The only changes contemplated at this time would be to roughly utilize the current warehouse area as our worship space; able to seat up to 200 people. Although our congregation at this time is very small with only 35 member families, we have plans to steadily grow and will be very excited to be able to utilize the greater capacity of the new sanctuary over time. This worship space would entail removing the garage door and the quasi loading dock and repairing the parking lot where damaged from removal otherwise or significantly deteriorated. We would also remove the extraneous build outs that have been haphazardly added in the warehouse area since the last plans were submitted to the City and bring restrooms up to handicap accessibility standards. We would also be installing a fire alarm system to ensure the safety of visitors and the congregation.

Additionally we will be immediately cleaning up the property, repairing the downed fence and beautifying the building as time and the upcoming winter permits. Since the building has been sitting empty and foreclosed for the last four years or so with little maintenance or thoughtful upkeep during this time one of the biggest parts of the initial work will focused on repairs to what is currently in place.

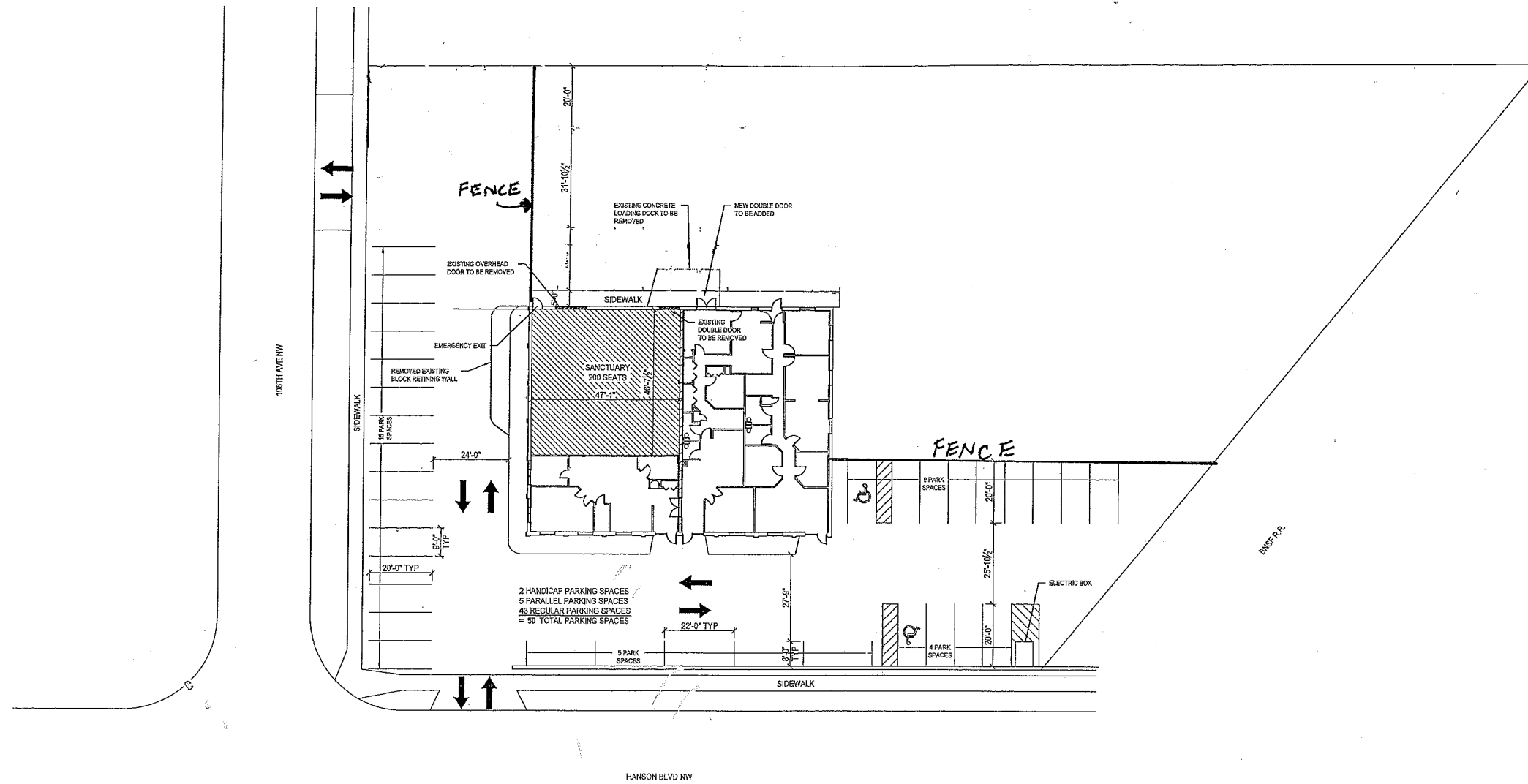
We will be using this new multi-purpose facility for worship; religious instruction for all ages; outreach; religious services; ministries dictated by the needs of the congregation and community; and usual gatherings and meetings consistent with religious organizations and to foster community. It is part of our mission and vision to ensure that North Point Church is an asset to our Coon Rapids Community by providing faith based programs tailored to meet the various needs of the community. It is our desire, where we are able, to assist individuals and families in their daily lives, to help them to wholeness and reach new heights of success and achievement in their life journey.

God Bless!

David DeVel
Lead Pastor

ALTERNATIVE IMROVEMENT PLAN

10732 HANSON BLVD NW
COON RAPIDS, MN 55433



1 PARKING LAYOUT
1/8" = 1'-0"



PRELIMINARY
11-21-2013

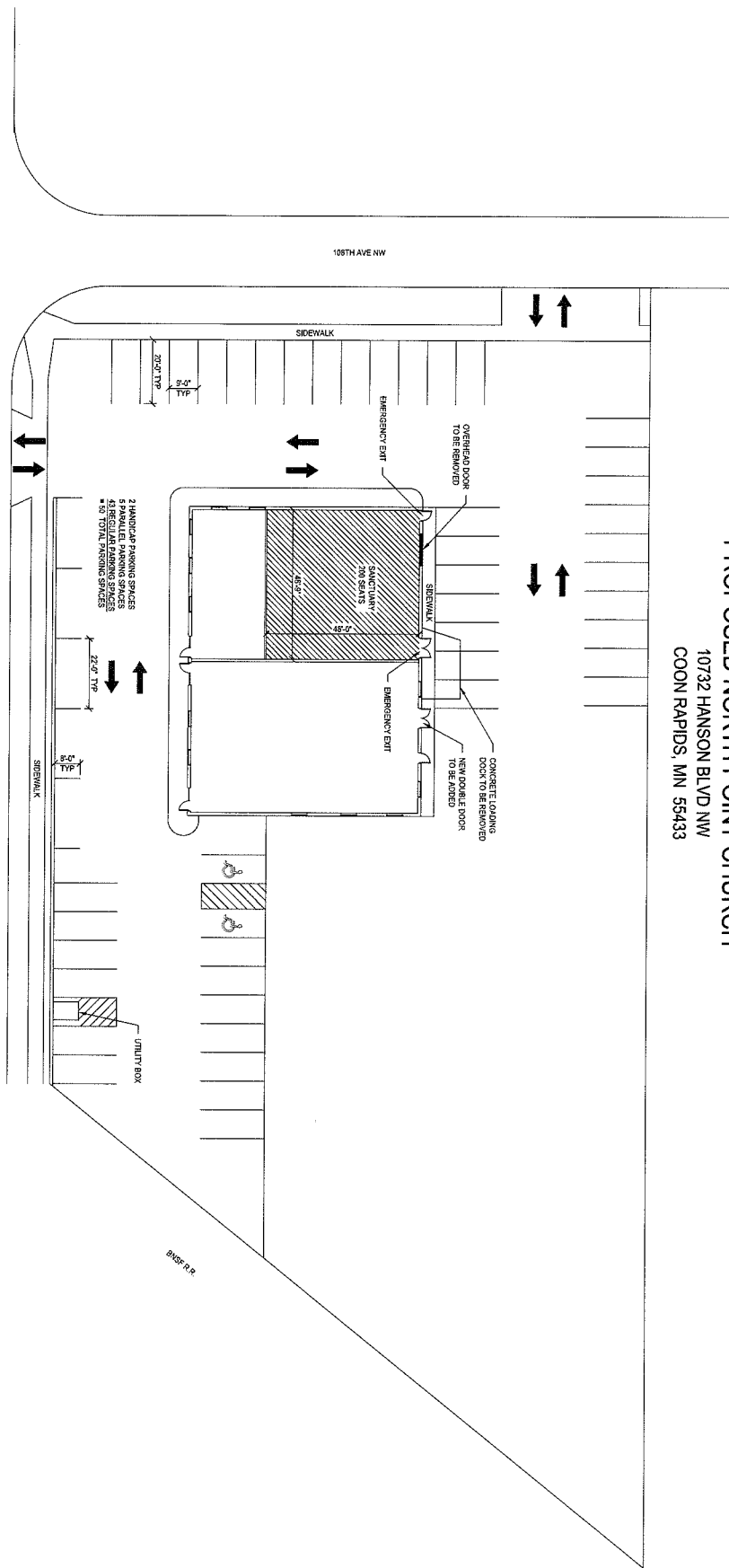
NORTH POINT
CHURCH

10732 HANSON BLVD NW
COON RAPIDS, MN 55433

PARKING LOT
PLAN

L001

PROPOSED NORTH POINT CHURCH 10732 HANSON BLVD NW COON RAPIDS, MN 55433



SCALE: 1/8" = 1'-0"



11/15/2013 12:59



11/15/2013 13:00



11/15/2013 13:00

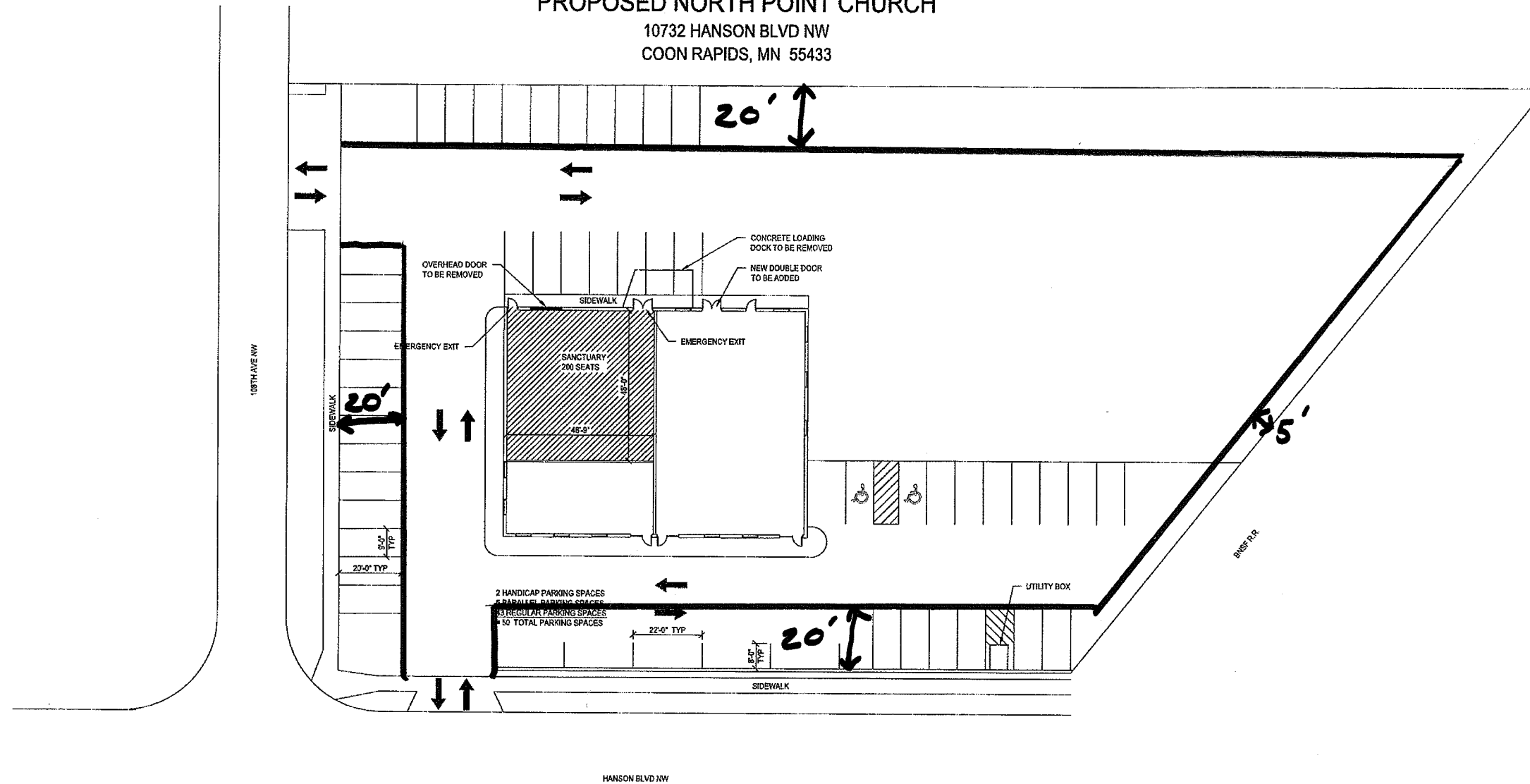


11/15/2013 13:02

Rear Paved Area



REQUIRED SETBACKS
PROPOSED NORTH POINT CHURCH
10732 HANSON BLVD NW
COON RAPIDS, MN 55433



SCALE: 1/8" = 1'-0"



Planning Commission Regular

2.

Meeting Date: 01/16/2014

Subject: Election of Vice Chair

From: Scott Harlicker, Planner

INFORMATION:

The Planning Commission is asked to elect the the Vice Chair for the Commission. At their January 7, 2014 meeting the Council re-appointed Chair Geisler Chair of the Commission.



Planning Commission Regular

3.

Meeting Date: 01/16/2014

Subject: Consider Adoption of the 2014 Rules of Order, Internal Procedures and Policies, and Code of Ethics

From: Scott Harlicker, Planner

INTRODUCTION

The Planning Commission is asked to adopt the 2014 Ethics, Rules of Order and Internal Procedures and Policies.

ACTIONS

N/A

60 DAY RULE

N/A

LOCATION

N/A

DISCUSSION

The Commission is asked to adopt its Ethics, Rules of Order and Internal Procedures and Policies. These are standard documents the Commission adopts at the beginning of each year and which are updated from time to time to reflect new procedures, technology, and organizational preferences. There are no changes proposed for 2014.

RECOMMENDATION

It is recommended the Commission adopt the 2014 Ethics, Rules of Order, and Internal Procedures and Policies, making any modifications it deems necessary.

Attachments

2014 Rules

2014 Policies

2014 Ethics

PLANNING COMMISSION RULES OF ORDER-2014

A. REGULAR MEETING DATES

The regular Commission meeting date shall be the third Thursday of each month. During months where a large number of agenda items are requested to be heard by the Commission, the Commission may add the fourth Thursday of the month as a regular meeting date. The Commission may change or add regular meeting dates as circumstances warrant.

B. TIME AND PLACE

Planning Commission regular meetings shall be held in the City Council Chambers at the City Center beginning at 6:30 p.m. Time of adjournment shall not be later than 11:00 p.m. unless extended by a majority vote of the Commission.

C. SPECIAL MEETINGS

The Commission may establish special meeting dates upon the call of the Chair or by a majority vote of the Commission to conduct work sessions, neighborhood meetings, comprehensive plan public hearings and City tours. The *Coon Rapids Herald* shall be informed of all such meetings prior to such meetings. The City's web-site and other available media resources should also be used to announce such meetings.

D. QUORUM

A quorum for the Commission shall be four (4) members from a total of seven (7). If a quorum is not present within thirty (30) minutes of the scheduled meeting time, the meeting may be tabled to a date certain and if a quorum is not present within sixty (60) minutes of the scheduled meeting time, the meeting shall be tabled to a date certain.

E. VICE CHAIR

The Commission shall select a Vice Chair at its first regular meeting of the calendar year. The Vice Chair shall chair Commission meetings in the absence of the Chair.

F. ABSENCE OF CHAIR AND VICE CHAIR

In the event that both the Chair and Vice Chair are absent from a meeting at which a quorum is otherwise present, an Acting Chair may be selected from and by the members present to conduct the business of the Commission.

G. MINUTES

For the purpose of recording official action, the Director of Community Development shall designate a person as recording secretary.

H. AGENDA

The Director of Community Development is designated as the Commission's representative for the receipt of items to be brought before the Commission, to handle administrative matters relating to those items and for establishing agendas for meetings. In addition, the Director of Community Development or staff may conduct such other business for the Commission as they may so request.

I. VOTING ORDER

Voting to be done by verbal vote; order of voting to be rotated with each roll call vote.

J. CONFLICT OF INTEREST

A conflict of interest may occur when a Commissioner may receive private benefit as a result of action taken by the Commission. Private benefit may be direct or indirect and may create a material personal gain to the Commissioner or provide an advantage to relations, friends or associates of the Commissioner. If a Commissioner feels he or she may have a conflict of interest resulting from any matter before the Commission, the Commissioner shall declare that he or she has a conflict publicly at any meeting during which the matter is under discussion. The Commissioner shall vacate his or her seat and the chambers. The Commissioner shall not discuss the merits of the matter with other Commissioners.

K. ORDER OF CONSIDERATION OF AGENDA ITEMS

The following procedure for consideration of agenda items shall be observed, however, it may be rearranged by the Chair for individual items if necessary for the expeditious conduct of Commission business.

1. Chair summarizes the planning case and asks for staff presentation of case report.
2. Chair requests if petitioner wishes to make presentation.
3. Public hearing, if applicable. Any parties interested in planning case make presentations.
4. Planning Commission discusses case asking any questions it may have of petitioner, interested parties or staff and then votes on planning case.

L. ROBERTS RULES OF ORDER

Roberts Rules of Order are hereby adopted for the government of the Commission in all cases not otherwise provided for in these rules.

M. RULES MAY BE AMENDED

These rules may be amended at any Commission meeting by a vote of the majority of the entire Commission membership.

Considered and approved this 16th day of January, 2014.

PLANNING COMMISSION
CITY OF COON RAPIDS, MINNESOTA

PLANNING COMMISSION
INTERNAL PROCEDURES AND POLICIES-2014

A. PROCEDURE

1. Rules of Order

At the beginning of each year the Planning Commission shall establish commission meeting rules of order that will address themselves to meeting dates, times, length and minutes.

2. Meeting Attendance

Planning Commission members are expected to attend regularly the regular and work session Commission meetings. The Commission Chair shall seek the removal of any member not regularly attending Commission meetings.

3. Members Education

- a. The Planning staff shall provide to each new Commission member a packet of information to orient the member with the plans, terminology and policies of the City's planning program. An orientation meeting shall be conducted with the new Commission member with the Director of Community Development and the Commission Chair.
- b. Seminar Attendance - Commission members will be expected to attend planning seminars and schools to acquaint themselves with planning matters.
- c. Interested Commission members will chair one or more cases per year to familiarize themselves with the role of the chair.

4. Staff Attendance at Commission Meetings

A minimum of one staff member from the Community Development is expected to attend the Commission's regular monthly meetings. Staff members from the Engineering and Legal Departments are expected to attend as needed.

5. Annual Planning Commission Tour

The Commission may conduct an annual tour to visit and evaluate items or projects of mutual planning interest in the City or other metropolitan area communities.

6. Commission Attendance at Planning Conferences

A maximum of two (2) Commission members may attend the Annual Planning Conference or regional planning conference as appropriate.

7. Agenda Delivery

The Commission's agenda shall be received by Commission members sufficiently before each Commission meeting so that the Commission members have adequate time to review the Agenda before the meeting.

8. Review of Agenda

Commission members are expected to be familiar with the Commission agenda prior to the Commission meeting.

9. Review of Agenda Sites

Each Commission member should make every effort to view those sites being discussed at a Commission meeting prior to the meeting if he or she is not personally familiar with the sites. A Commission member shall not visit a site with a planning petitioner except that the Commission may visit a site as a whole or designate a subcommittee of two or more to visit a site with a petitioner provided such meeting is an open meeting, the *Coon Rapids Herald* is notified of such meeting and the visit shall be noted as a publicly held field trip in the minutes of the meeting.

10. Annual Commission Report

The Commission shall provide an annual report to the City Council. Such report shall describe the Commission's activities over the previous year. The report shall be approved by the Commission and submitted to the Council by the Commission Chair.

11. Joint Meetings with City Council

As necessary and appropriate, the Commission will request joint meetings with the City Council to discuss concepts, issues or projects of mutual interest or concern.

12. Joint Meetings with City Advisory Commissions

The Commission may seek joint meetings with the City's various advisory commissions when major items of mutual interest arise.

13. Joint Meetings with Planning Commission of Surrounding Cities

The Commission may seek joint meetings with the Planning Commissions of surrounding cities when major items of mutual concern arise.

B. PLAN CONSIDERATION

1. Plan Submittal

The Planning staff shall not place a petitioner on the Commission agenda unless necessary plan materials have been submitted to staff and sufficient time is provided to staff to review and evaluate them before the preparation of the Commission agenda.

2. Plan Modification Between Planning Commission and City Council Meeting

Should any major change in a plan be made between the action by the Planning Commission on such plan and the City Council's consideration of such a plan, the plan should be returned to the Planning Commission for a new Planning Commission review.

3. Plan Compliance

The noncompliance with a City approved plan by a petitioner should result in prompt staff action to achieve compliance with the plan.

4. Plan Design

The Planning Commission does not wish to be put in the position where it is requested to design an acceptable plan for a developer during the site plan consideration at a Commission meeting.

5. Plan Review of Public Uses

Shall be considered similarly to the review of private land uses.

C. CITIZEN PARTICIPATION

1. Public Information Meetings

The Planning Commission will actively solicit citizen participation in the City's Comprehensive Planning Process. The Commission has determined that the best means to achieve this is by holding formal public hearings and may in some instances hold public information meetings as part of the process.

2. Public Comment on Public Hearing and Non-Public Hearing Items

The Commission will receive comments at its regular meetings on public hearings and non-public hearing items provided such comments are germane to such items. The number and duration of such comments will be subject to the discretion of the Planning Commission Chair.

D. GOVERNMENTAL AND PUBLIC USE PLANS

1. Transportation Planning

The Planning Commission wishes to give consideration and recommendation on the question of new streets, street extensions or major street realignment.

2. School Planning

The Anoka-Hennepin District 11 is encouraged to seek closer ties with the City of Coon Rapids in the planning of new school site locations.

3. Other Governmental and/or Public Use Planning

All governmental units are encouraged to seek closer ties with the City of Coon Rapids in the planning of new development proposals.

E. DEVELOPMENT PLANS

1. Comprehensive Development Plan

The current Coon Rapids Comprehensive Development Plan was adopted in August, 2009. The Comprehensive Plan, and subsequent amendments to it, constitutes the formal position of the City on future development goals and objectives and on official City plans, policies and strategies for land use, housing, transportation, sanitary sewer, parks and plan implementation. The Planning Commission is committed to maintaining the continued relevance of the City's adopted Comprehensive Plan and to conducting on-going activities to support the implementation of this Plan.

2. Mississippi River Critical Area Plan

The current Plan for the Mississippi River Critical Area was adopted on August 2, 2000. The Planning Commission is committed to maintaining the continued relevance of the City's adopted Plan for the Mississippi River Critical Area and to conducting on-going activities to support implementation of this Plan.

F. RECOMMENDATION TO CITY COUNCIL ON COMMISSION APPOINTMENTS

1. The Commission will respectfully decline to provide any formal recommendation on the reappointment of current members, appointment of new members and the appointment of the Chair to the City Council.
2. Individual Commission members with expiring terms may personally communicate

their desires for continued Planning Commission service to the City Council.

3. The Planning Commission suggests that the City Council consider the following criteria in evaluating the reappointment of current Commission members or considering new appointments to the Commission:
 - a. Awareness of the time demanded for the position and the ability to regularly attend meetings.
 - b. Concern for the future of the City.
 - c. Ability to be objective and balance immediate concerns of developers and citizens with broad City development objectives.
 - d. Possess no narrow special interests that could produce potential conflict of interest during general planning or development review activities.
 - e. Ability to function under pressure and make potentially unpopular decisions.
4. The Planning Commission chooses to not formally evaluate their peers when the City Council may be considering the reappointment of current members. However, if the City Council has any specific concerns about the performance of existing Commission members being considered for reappointment, the Commission suggests that the Chair be contacted about any concerns first. Other Commission members would also be willing to discuss any concerns if deemed necessary by the City Council.
5. In considering the appointment of the Planning Commission Chair, the Commission suggests the City Council should feel free to contact individual Commission members about their personal preferences concerning the Chair appointment.

Considered and approved this 16th day of January, 2014.

PLANNING COMMISSION
CITY OF COON RAPIDS, MINNESOTA

PLANNING COMMISSION CODE OF ETHICS-2014

A. GIFTS

Commission members shall avoid unofficial visits to a planning petitioner's office, home, cabin, architect, attorney, engineer or similar situations. Gifts of cash, liquor, company products, tickets or other items shall not be accepted.

B. MEALS

The Planning Commission shall not accept a meal from a planning petitioner.

C. PRIVATE MEETINGS

1. General Rules

The Planning Commission believes that one of the quickest ways to endanger public confidence in the Planning Commission's decisions is for the Commission members to meet privately with people whose interests are affected by the Commission's actions. Therefore, it is the Commission's policy to seek input from planning petitioners and the public only during publicly held meetings. The purpose for this is to avoid giving the public impression that the Commission has come to a decision on a planning case before the meeting where the case is heard.

2. Electronic Communications at Public Meetings.

The Planning Commission recognizes that Commission business communications between members of the Commission and others in a public forum need to be available to the public so as to comply with laws regarding public meetings and to promote the fair exchange of ideas in the processing of development proposals, ordinance changes, and other business coming before the Commission. The Commission further recognizes that innovations in electronic communication allow for a variety of means of communication that might be kept from public view. Therefore the Commission adopts the following rules of conduct:

- a. Subject to the exceptions in Section 2.c., it is inappropriate for any Commission member, during a public meeting, to include workshop sessions, to engage in Private Communications with another commission member, developer, member of staff, or any other person, regarding any item on that meeting's

agenda. For this purpose, “Private Communications” include, but are not limited to, oral communications, cellular telephone conversations, text messages, web-based messaging, or any other form of communication that is concealed from public view.

b. A Commission member receiving a Private Communication from any person during the meeting must determine if its contents are inappropriate under Section 2.a. If the member determines, or is unsure if, its contents are inappropriate, the member must report the contents immediately to the Chair, who shall make a determination if the contents are inappropriate and disclose the contents to the public in such case.

c. Excepted Communications: The Planning Commission may receive, for the purpose of explaining or assisting in drafting, viewable motion language from staff in a format inaccessible to the public, provided the language relates only to the item currently before the Commission, and Staff concurrently with the transmission states verbatim the communication in the public record.

d. Excepted communications in Section 2.c do not become part of the official motion of the Planning Commission unless and until explicitly adopted in a Proper Motion stated orally on the record or adopted in a Proper Motion signed by the Chair in written form.

Considered and approved this 16th day of January, 2014.

PLANNING COMMISSION
CITY OF COON RAPIDS, MINNESOTA



Planning Commission Regular

4.

Meeting Date: 01/16/2014

Subject: PC 13-31 Preliminary Plat Tylers Cove, 127th Avenue, T & J Balfany

From: Scott Harlicker, Planner

INFORMATION:

This item is being postponed to to the February 20, 2014 meeting. The public hearing should be opened and public comment taken.



Planning Commission Regular

5.

Meeting Date: 01/16/2014

Subject: PC 13-32, Site plan amendment to allow design flexibility for a monument sign, 11850 Blackfoot St, Frauenshuh

From: Scott Harlicker, Planner

INFORMATION:

This item is being postponed to to the February 20, 2014 meeting. The public hearing should be opened and continued to the February 20th meeting.
